



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807

Job Description

Title of Position: Secretary, Engineering/Planning Divisions
Reports To: Director Municipal Services through Engineering Planning Manager (LUA)

Responsibilities and Duties

Provide support and assistance to Director of Municipal Services, Zoning Officer, and the Township Planner Consultant;

Assist the LUA with the following:

- Receive, process, and review all Board applications for completeness for Planning Board and Board of Adjustment.
- Request, distribute, and assemble all review comments received.
- Schedule all applications for public hearing.
- Prepare all Board Agenda.
- Prepare application reports and application packages for each Public Board meeting.
- Assist in the preparation of Board resolutions and provide for the distribution to applicants and to other Township departments.
- Prepare notice of decisions, and submit to newspapers, following each meeting.
- Preparation and use of recording equipment to record the audio of each meeting.
- Creation, completion, and distribution (delivery) of yellow cards to Engineering and blue sheets to respective department or division.
- Process OPRA requests for Planning Division.
- Provide planning and zoning assistance to the public and other Township Departments in person, by phone, and by email.

Qualifications:

Preferred qualifications include planning and zoning experience; Land Use Administrator Certification, and/or Planning Board of Adjustment Certification. Good working knowledge of Microsoft Office and a High School diploma are required. Must possess the ability to work independently as well as with municipal boards, other municipal employees, and municipal officials. Must have excellent verbal and written communication skills. Must ultimately be able to perform meeting duties, including attendance, taking and preparation of minutes, and meeting set-up.

Work Week: Monday to Friday – 9:00 a.m. to 5:00 p.m.

Grade: B, BMEA

Salary Range: \$27,884.41 - \$46,700.93 based upon experience and qualifications.

Interested and qualified candidates should contact Human Resources at 908-725-6300, Ext. 5040 or personnel@bridgewaternj.gov.

Date Posted:

An EEO Employer M/F/H/V